



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-6 Effective Date: 11/98

**SUBJECT: OVERTIME COMPENSATION FOR NON-SAFETY MANAGEMENT
EMPLOYEES AND ADMINISTRATIVE LEAVE**

PURPOSE:

To establish uniform guidelines for the granting of compensation for overtime worked by Non-Safety Management Employees and for the granting of administrative leave.

POLICY:

A. Over-time Compensation for Non-Safety Management

For purposes of overtime compensation, Non-Safety Management employees shall be designated as either First Level Management, Second Level Management or Executive Management.

1. First Level Management - This designation shall be limited to those management classifications shown on the attached list that are considered to have first line supervisory responsibilities.

Employees in First Level Management classification shall be paid for scheduled or emergency work beyond regular working hours at the rate of one and one-half (1 ½) times their hourly rate except that emergency overtime work between the hours of midnight and the start of the employee's regular shift shall be paid at the rate of two (2) times their hourly rate.

In lieu of cash payment, a First Level Management employee may request compensatory time off for overtime worked, subject to approval of the department head. Accrual of compensatory time off shall be limited at any point in time to 100 hours of compensatory time which is determined by multiplying the number of hours of overtime worked by the appropriate factor of 1 ½ or 2. Compensatory time accrued in excess of 42 hours shall be paid at the end of each year.

Except for emergency situations requiring the immediate performance of work beyond regularly scheduled hours, all overtime work must be approved in advance by the department head.

2. Second Level Management - This designation shall include all other management classifications list and will be limited to those management classifications which are "exempt" under FLSA.

Employees in Second Level Management classifications shall be eligible for administrative leave (time off with full pay and benefits) and not for other overtime compensation.

3. Executive Management - This designation shall include all Executive Management who serve at the pleasure of the City Manager and City Council.

Executive employees shall be eligible for administrative leave (time off with full pay and benefits) and not for other overtime compensation.

B. Administrative Leave

Administrative leave may be granted to eligible employees in recognition of exceptional job performance. Such administrative leave shall not be accumulated on an hour-for-hour basis for overtime worked, but, rather, such leave shall be provided as recognition, by higher management, of job performance beyond the average required and expected of employees in these and similar classifications. As a guide, "beyond the average required" may include working significantly more hours than normal work week as well as the performance of exceptionally fine work.

Authority for granting administrative leave is established as follows:

1. Department Heads - may be grant administrative leave for Second Level Management employees which shall not be for more than two consecutive days at any one time.
2. City Manager/City Council - may grant unlimited administrative leave for Executive "at will" employees. Additionally, the City Manager may grant administrative leave to any deserving employee based on the guidelines provided above.

Departments are responsible for the maintenance of appropriate records concerning overtime and administrative leave and the proper preparation of time cards to report both paid and administrative leave overtime compensation.

Employees shall be obtain prior approval by their department head prior to taking time granted under administrative leave.

PROCEDURE:

Responsibility	Action
Department	<ol style="list-style-type: none"> 1. Shall pay or provide compensatory time off to employees for scheduled or emergency work beyond regular working hours as defined in the policy.

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| Employee | 2. Must receive approval in advance by the department head prior to working overtime. |
| | 3. May request compensatory time off for overtime worked, subject to approval of the department head. |
| Department Head | 4. May approve requests for overtime pay or compensatory time off. |
| | 5. Shall be responsible for the maintenance of appropriate records concerning compensatory time off and administrative leave and the proper preparation of time cards to report both paid and administrative leave overtime compensation. |
| | 6. May grant limited administrative leave to eligible second level management employees. |
| City Manager | 7. May grant administrative leave to employees at his/her discretion. |
| City Council | 8. May grant unlimited administrative leave to executive management employees. |

Attachment:
Management list

City of Riverside Non-Safety Management Employees

Level I and II

Accounting Manager/Controller-II	Principal Engineer-II
Accounts Payable Supervisor-I	Principal Human Resources Analyst-II
Administrative Analyst-II	Principal Management Analyst-II
Administrative Analyst Trainee-II	Principal Planner-II
Administrative Service Manager-II	Principal Water Engineer-II
Air Conditioning Technician-I	Printing Services Supervisor-I
Airport Administrative Technician-I	Project Assistant-Development-II
Assistant Building Official-II	Project Assistant Trainee-Development-II
Assistant City Attorney I-II	Public Parking Services Supervisor-II
Assistant City Attorney II-II	Public Safety Communications Supervisor-II
Assistant City Attorney III-II	Purchasing Services Manager-II
Assistant City Clerk-II	Real Property Agent-II
Assistant Finance Director-II	Real Property Services Manager-II
Assistant to the Mayor-I	Recreation Superintendent-II
Building Official-II	Recreation Supervisor-I
Building Services Project Manager-II	Redevelopment Fin./Admin. Manager-II
Building Services Supervisor-I	Redevelopment Coordinator Trainee-II
Building Services Operations Manager-II	Redevelopment Coordinator-II
Building/Housing Inspector Supervisor-I	Redevelopment Program Manager-II
Business Systems Support Analyst-I	Risk Manager-II
Business Systems Support Manager-II	Safety & Training Analyst-II
Business Tax/Collections Supervisor-I	Safety Officer-II
Chief Construction Inspector-II	SCADA System Supervisor-I
Chief Librarian-II	Senior Accountant-I
Chief Water Systems Operator-I	Senior Accounting Technician-I
Claims Administrator-I	Senior Administrative Analyst-II
Claims Supervisor-II	Senior Administrative Assistant-I
Code Compliance Manager-II	Senior Business Systems Support Analyst-II
Communications Officer-II	Senior Buyer-I
Community Relations Assistant-I	Senior Code Compliance Officer-I
Compliance and Monitor Manager-II	Senior Deputy City Clerk-I
Construction Contract Administrator-II	Senior Electrical Engineer-II
Council Relations Administrator-II	Senior Engineer-II
Court Coordinator-I	Senior Human Resources Analyst-II
Customer Service Manager-II	Senior Librarian-II
Customer Service Supervisor-I	Senior Management Analyst-II
Debt Administrator-II	Senior Museum Curator-II
Deputy Fire Marshal-II	Senior Park Planner (Contract Admin.)-I
Deputy Museum Director-II	Senior Park Planner (Advanced Planning)-I
Deputy Planning Director-II	Senior Plan Check Engineer-I
Deputy Public Works Director/Field Operations-II	

Deputy Public Works Director/Engineering-II	Senior Planner-I
Development Fiscal Manager-II	Senior Plans Examiner-I
Development Service Supervisor-I	Senior Street Maintenance Supervisor-II
Development Fiscal Manager-II	Senior Traffic Signal Technician-I
Development Service Supervisor-I	Senior Wastewater Plant Operator-I
Economic Development Coordinator-II	Senior Water Contract Systems Tech.-I
Electric Operations Manager-II	Senior Waste Collections Supervisor I-I
Electric Superintendent-II	Senior Waste Collections Supervisor-II-I
Electric Supervisor-I	Solid Waste System Superintendent-II
Electrical Engineer Manager-II	Special Transit Supervisor-I
Emergency Services Coordinator-II	Substation Contracts/Maint. Supervisor-I
Energy Risk Manager-II	Supervising Deputy City Attorney-II
Energy Transactions Analyst-I	Supervising Engineering Technician-I
Energy Transactions Technician-I	Surveyor-II
Executive Assistant-I	Telecommunications System Coord.-II
Ex. Director, Human Relations Comm.-II	Traffic Engineer-II
Field Maintenance Scheduling Coordinator -I	Training Administrator-II
Field Maintenance Supervisor-I	Treasury Supervisor-I
Field Maintenance Technician-I	Tree Maintenance Supervisor-I
Finance Business System Support Analyst-II	Urban Forester-I
Fleet & Buildings Services Superintendent-II	Utilities Customer Comm. Manager-II
Fleet Management Supervisor-I	Utilities Projects/Contracts Manager-II
Franchise/Contracts Officer-II	Utilities Public Ben/Bus. Relations Mgr.-II
Housing/Community Development Mgr.-II	Utilities Accounting Manager-II
Human Resources Specialist Trainee-I	Utilities Analyst-II
Human Resources Analyst Trainee-II	Utilities Asst. Director/Energy Delivery-II
Human Resources Specialist-I	Utilities Asst. Director/Fin. & Revenue-II
Human Resources Analyst-II	Utilities Asst. Director/Water-II
Industrial Waste Supervisor-I	Utilities Billing/Field Service Manager-II
Laboratory Manager-I	Utilities Construction Svcs. Coordinator-II
Legal Secretary-I	Utilities Deputy Director Mkt/Cust. Svc.-II
Library Fund Development Manager-II	Utilities Finance/Rates Manager-II
Maintenance Scheduling Coordinator-I	Utilities Analyst-II
Management and Budget Director-II	Utilities Pricing Analyst-II
Management Analyst-II	Utilities Principal Program/Service Rep.-I
Management Analyst Trainee-II	Utilities Principal Resource Analyst-II
Management Assistant-II	Utilities Resource Analyst-II
Management Assistant-II	Utilities Safety/Training Officer-II
Museum Administrative Technician-I	Utilities Senior Analyst-II
Office of Neighborhoods Director-II	Utilities Senior Resources Analyst-II
Park Maintenance Contract Admin.-I	Warehouse Supervisor-I
Park Superintendent-II	Wastewater Electrical Supervisor-I
Park Supervisor-I	Wastewater Maintenance Manager-II
Plan Check Manager-II	Wastewater Mechanical Supervisor-I
Police Admin. Service Manager-II	Wastewater Operations Manager-II
Police Property Supervisor-I	Wastewater Operations Supervisor-I
Police Records/Information Manager-II	Wastewater Projects Coordinator-II

Police Records/Information Supervisor-I
Power Marketer-II
Power Planning/Marketing Manager-II
Power Scheduler/Operations Manager-II
Power Scheduler/Trader-I
Principal Accountant-II
Principal Electrical Engineer-II

Wastewater Systems Manager-II
Water Quality Supervisor-II
Water Superintendent-II
Water Supervisor-I
Water Systems Operations Manager-II